QUICK REFERENCE GUIDE BREAK PACK LINKS- SETUP

Basic Details

•Break Packs allow merchants to work with items that they purchase as a CASE, and then break down them down to sell as a CASE, PACK and SINGLE.

•The Break Pack wizard will create all items from the CASE item, so that when different variations of the product are sold, the item quantities will adjust correctly across the CASE, PACK and SINGLE quantities.

•Merchants will only need to setup the CASE items, as the CAP Break Pack wizard will handle all other setup needed.

Setup Instructions

Stock Locater 62	24.			Descriptior	Gatorade-	Lemon Lime CASE	434
Vendor Item # Gator2234			Sub-Description Lemon Lime CASE			ne CASE	-
				UPC(s)	12233345	556 -	
Unit of Measure	Ea - Each		•				
	Main			Additional Inf	ormation	Messages	
Cost/Price							
Current Cost	9.00	Margin	25.00	%	Tax Code	B 7.00% Volumetric Tax \$	
Actual Cost	9.00	Markup	33.33	%	Vendor	GWS	
List Price	12.00				Alt. Vendor		
Sell Price						Dept Code DeptSub Dept Class	
				De	partment	001.000.000 Food	
Ordering Informat	tion						
On Hand	5	Maximum	5				
On Order	0	Minimum	3				
Qty / Pack	1	Has Sold	No				
Re-Order	No	ast Sold					
Stock Locater 624	4.			Description	Gatorade-	Lemon Lime CASE	434
Vendor Item # Ga	tor2234		Sub	-Description	Lemon Lin	ne CASE	
				Edit UPC	122333455	556 -	
Unit of Measure	Ea - Each		•				
	Main		,	Additional Info	ormation	Messages	
Pricing Options						Mix 'n Match Code #	~
Price Lev	vels		Food S	tamp	No	Break Pack Link to SL Root	
Promo Pr	ices		Sell by W	eignt	No	Item Link to SL	t
Quantity P	rices	Sell by	Dollar Am	ount	No	Stock Link to SL	t
KIT ITEM	Kit Plue	Dise	counts Allo	owed	Yes		
Add Ki	it		Web Ena	ibled	No	Add	
Matrix		Nor	n Decreme	nting	No	Picture	
Matrix Root	Matrix Item		FSA Eli	gible No	•	Remove	
View Mat	trix	Sign	. Required	FSA	No	Picture	
Serialized Item		C	ommissior	able	Yes		
Serialized Item	View <u>S</u> erialized	C	ommissior Verify	nable v Age	Yes years		

- To start, select "Add New Item" from the main Inventory lookup screen, and begin by adding the CASE item details on the main tab.
- Enter Minimum and Maximum Quantities ONLY for the CASE item, if you wish to order by the Understock method.
- 3. Accept the changes.
- Move to the "Additional Information" tab.
- 5. Select "Change".
- Select "Edit" next to the "Break Pack Link to SL" field.



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Qua	antity in Pack				
Enter Number of Packs in the Case					
	F10 Accept				
	Quantity in Pack				
	Enter Number of units in the Pack 6				
	F10 Accept				

- The Break Pack Wizard will ask if you are working with the CASE item. Select "Yes". If not, then it will close the wizard.
- 8. If you did not enter in a UPC in the main screen, you will be prompted to do so now.
- The Wizard will now ask how you plan to sell your items. To use the Break Pack system, you must select that you "Sell by 'CASE'". Please select all other options that apply.
- 10. Press "Accept".
- 11. Select the number of PACKs that are in a CASE, then the number or SINGLEs in a PACK. For example:
 - 1 CASE may contain 24 pieces.
 - That CASE can then be made into 4- 6 PACKs.
 - Each PACK will therefore contain 6 individual units.



QUICK REFERENCE GUIDE BREAK PACK LINKS- SETUP

Once you have designated your breakdown for PACKs and SINGLEs, you will then need to create the details for your items.

- 12. Select "Create New Pack Item" and enter in all details needed. Then press "Save New Pack Item".
- 13. Then, select "Create New Single Item" and add all pertinent details. Press "Save New Single Item" once finished.
- 14. Press "Esc" from the Break Pack Link Wizard, and out of the Inventory record.



You will now see that three items have been created in your inventory database.

Please note that the Break Pack Wizard will create unique characters of "*" and "/" in front of the "Item Id". This is not something that you need to do on your own, or change for any reason.

🔏 Inventory Lookup	entory Lookup				
F4 Description	F5 SubDesc.	F6 S/L	F7 Item ID		
Gatorade-Lemon Lime CASE	Lemon Lime CASE	624.	Gator2234		
Gatorade-Lemon Lime	Lemon Lime PACK	625.	*Gator2234		
Gatorade- Lemon Lime	Lemon Lime SINGLE	626.	/Gator2234		



QUICK REFERENCE GUIDE BREAK PACK LINKS-SELLING

CAP POS		www.capretai	l.com		
PriceCheck	Jantity Item	R Name			
Qty = 1	12233345556	Valued Cus	tomer		
Qty Item ID	Description	Price	Total		
CAP POS			www.capretail.com	1	
PriceCl	1 heck Quantity	N Item	Name		
Ple	CASE PACK	SINGLE	Cancel Item	ner	
0 Item(s)	ltem ID	Description	Price	Total	
Sales F	PriceCheck Qty = 1	Quantity	Valu	Rame Internet	er
U item(s)	Qty Item ID 1 *Gator2234	4 Gato	ription rade-Lemon Lime	Price 5.75	Total
Print Sales	1 item(s)				
	Printer OEE		Sub Tot	al	5.75
	Sales Person		Ta	ıx	.40

- After items are established from setup, an employee can now scan items for sale, and quantities will adjust properly when sold.
- If the UPC is unique for each piece, such as for the CASE, the PACK and the SINGLE, then the correct item will automatically appear when scanned.
 If the UPC is the same for the CASE, PACK and SINGLE items, the POS will prompt the employee to select the appropriate item for sale.
- Once selected, the item will appear in the item grid, and the employee will then be able to add more items if needed, or tender the sale.

Key Points for Break Packs:

•Break Pack Items must always have a CASE to start.

- •Enter UPC's as you have them. If there is only one UPC, the system will know to ask if the sale is for a CASE, PACK or SINGLE.
- •The Break Pack wizard will setup the "Item Id" correctly for you, so that when you sell an item, all items linked to the CASE will decrement correctly. Please do not adjust these symbols.

•Enter Mins and Maxes ONLY for the CASE item, if you wish to have it appear on Understock ordering. Set the PACK and SINGLE Minimums and Maximums to "0".

